



Houston Eviction Advocacy Center: Staff Attorney

Position Summary

The Houston Eviction Advocacy Center (HEAC) seeks a passionate human rights advocate to join our team as a Staff Attorney. The Staff Attorney will provide legal representation through direct legal representation for HEAC clients defending against eviction in Justice of the Peace Courts, appeals to county courts of law, and on occasion, impact litigation seeking system changes regarding tenants' rights. The Staff Attorney will display competency and sensitivity in representing low socioeconomic and limited-English-proficient clients and in providing trauma-informed services. *Bilingual language skills in Spanish are encouraged but not required.*

About the Houston Eviction Advocacy Center

HEAC's mission is to promote housing justice and stability by ensuring the protection of tenant's rights through the provision of passionate and committed lawyers at no cost to the tenant.

In March of 2020, what was then called Dallas Evictions 2020, was started as a grassroots effort by a local attorney to get information out to community members facing evictions. In early 2021, The Dallas Eviction Advocacy Center (DEAC) was officially formed. Through pro bono legal work, over 30,000 tenants facing eviction have been represented since its inception.

After the success of DEAC, we decided in October of 2025 to create the Houston Eviction Advocacy Center. Since its inception last fall, HEAC has represented over 2,000 families in eviction courts, and we are excited to expand.

Job Responsibilities:

Direct Representation (90%)

- Prepare for upcoming eviction dockets.
- Conduct intakes and evaluations of new cases for direct representation.
- Represent tenants facing eviction in Justice of the Peace Courts.
- Maintain accurate case files, with a strong emphasis on our virtual case management platform.
- Complete administrative tasks associated with cases.

Administrative (5%)

- Assist with developing and updating training materials, manuals, and samples for HEAC pro bono attorneys.
- Assist with recruitment and training of new staff members (including attorneys and legal fellows), legal interns, and pro bono attorneys.
- Timely maintain case files in HEAC's online database.
- Complete administrative tasks associated with cases.

Legal Outreach (5%)

- Maintain and enhance legal expertise through participation in and presentation of educational programs and CLEs.
- Assist with HEAC's advocacy needs and other outreach efforts.
- Maintain alliances with education entities, community groups, and other organizations.
- Serve on organizational committees to support organizational policy and decision-making.
- Participate in special HEAC events; some weekend and evening presence may be requested.
- Speak to various groups about HEAC.

Qualifications

- **Juris Doctor and license to practice law in Texas, license pending bar passage, or ability to waive into Texas bar required before hiring.**
- Spanish language skills will be evaluated as part of the interview process
- Organized, flexible, able to multi-task, and ability to manage a high case load with time-management skills.
- Ability to address complex legal problems strategically utilizing a variety of approaches, including litigation, policy advocacy, and communications.
- Strong research, writing, and analytical skills.
- Strong public speaking skills.
- Strong interpersonal skills, including both verbal and nonverbal communication, the ability to handle conflict, and empathy.

- Ability to work independently and as part of a team.
- Proficiency using Microsoft suite products and Adobe Acrobat Pro, and willingness to learn and use cloud-based case management software.
- Committed to equity, racial justice, authentic communications, uniting with impacted communities, and continual learning.
- Provide support and contribute to a working environment in which all individuals are respected regardless of their individual differences.
- Ability to maintain strict confidentiality and willingness to sign a confidentiality agreement.

Preferred Job Qualifications:

- Experience with Texas Landlord Tenant Law
- Experience working with survivors of trauma.
- Experience working with children.
- Additional language(s) proficiency.

Physical Demands

- Able to work on a computer, including sitting at a desk, for extended periods of time. Able to read a computer screen. Manual dexterity to operate a keyboard.
- Able to speak clearly on the phone and in person.
- Able to occasionally lift objects weighing up to 10 pounds.

Compensation and Benefits:

Starting salary range begins at \$75,000 for 0-2 years' experience and increases commensurate with experience and in accordance with HEAC's salary scale. HEAC has an optional 401(k) package. HEAC provides nine weeks of full-pay maternity leave. HEAC pays health insurance premiums for full-time employees. HEAC has a very generous paid-time-off policy.

Direct Report:

The Staff Attorney will be reporting to the Houston Legal Director.

Application Instructions

To apply, please send a cover letter, resume, and a list of at least three (3) professional references to hiring@houstonec.org.

HEAC is an Equal Employment Opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, or veteran status. Candidates from immigrant, global majority, and diverse backgrounds are strongly encouraged to apply. We are a fair chance employer. A criminal background check will be conducted prior to finalizing an offer of employment.